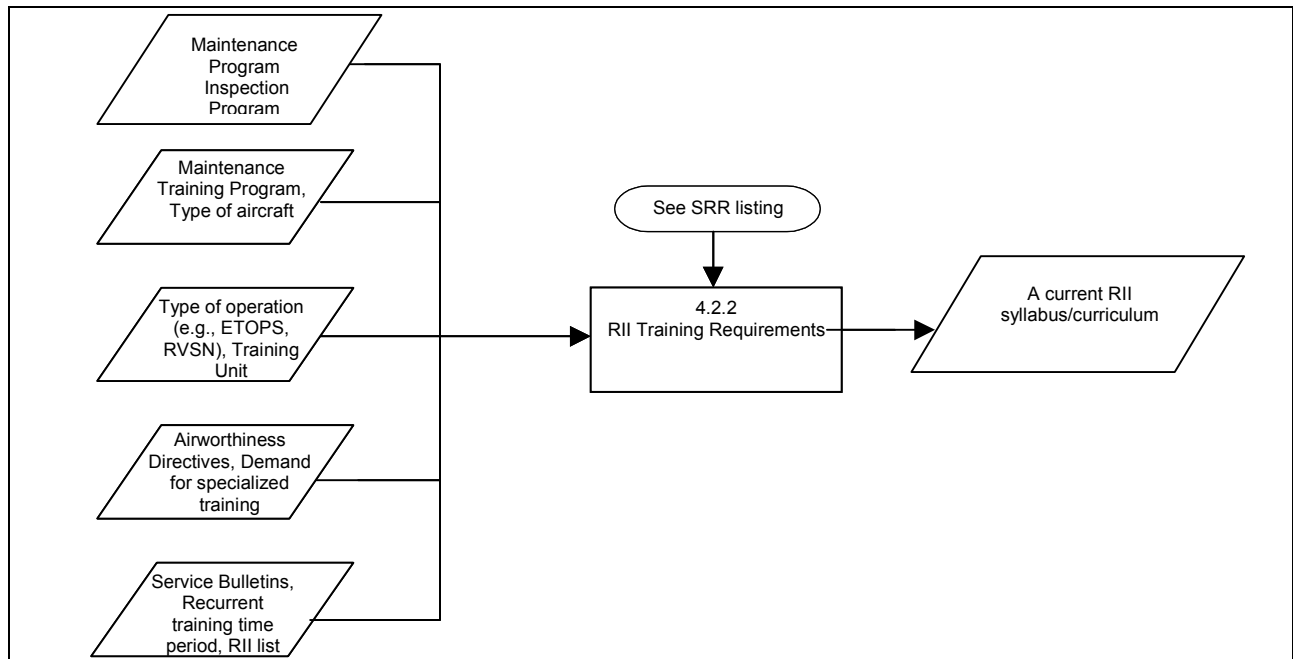# Safety Attribute Inspection (SAI) Job Aid

ELEMENT SUMMARY INFORMATION

Element: 4.2.2 RII Training Requirements

Purpose of this Element (Air Carrier's responsibility):
To ensure the Air Carrier has and maintains a Required Inspection Item (RII) training syllabus/curriculum**.**

Objective (FAA responsibility):
To determine if the air carrier's RII Training Requirements includes safety attributes..

Inputs:
- Maintenance Program
- Inspection Program
- Maintenance Training Program
- Type of Aircraft
- Type of Operation (e.g., ETOPS, RVSN)
- Training Unit
- Airworthiness Directives
- Demand for Specialized Training
- Service Bulletins
- Recurrent Training Time Period
- RII List

Outputs:
- A current RII syllabus/curriculum.

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Performance Measures:
- The air carrier's current RII training syllabus contains the following:
  - Aircraft-specific requirements;
  - RII policy and procedures;
  - Special techniques/practices; and
  - Buy-back methods.

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SRR:
- 121.371 (a) Required inspection personnel.
- 121.375 Maintenance and preventive maintenance training program.

Other CFRs and/or FAA Guidance:
- FAA Order 8300.10, Volume 2, Chapter 70, Paragraph 5 "Evaluate CFR Part 121/135.411(a)(2) Maintenance Training Program/Record"
- FAA Order 8300.10, Volume 2, Chapter 70, Paragraph 11 -- Content Of Maintenance/Inspection Training Programs.

FAA Order 8300.10, Volume 3, Chapter 36, Paragraph 7d "Monitor Continuous Airworthiness Maintenance Program/Revision"
- CFR 121.369 [(b)(2,4, 8, 9)] -- Contents of Certificate Holders Manual and the requirement to follow it.
- Refer to appropriate Advisory Circulars.

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SRR SPECIFIC INFORMATION

SRR	Intent	Inspectors
121.371 (a)	To ensure that the air carrier uses only properly trained RII individuals to perform RII inspections.	*Certification:* *Airworthiness* *Surveillance:* *Airworthiness*
121.375	To ensure that the air carrier has a training program that includes RII inspectors.	*Certification:* *Airworthiness* *Surveillance:* *Airworthiness*

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4.2.2 RII Training Requirements

SECTION 1 - RESPONSIBILITY ATTRIBUTE

Objective: To determine if there is a clearly identifiable, qualified, and knowledgeable person who is accountable for the quality of the RII Training Requirements process.

To meet this objective, the inspector will accomplish the following tasks:

1. Identify the person who is responsible for the quality of the RII Training Requirements process.

2. Review the description in the Manual that delineates the duties and responsibilities of the person.

3. Evaluate the person's qualifications and work experience (or resume', if appropriate).

4. Review the appropriate organizational chart.

5. Discuss the RII Training Requirements process with the person.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Is there a clearly identifiable person who is answerable for the quality of the RII Training Requirements process?	❑ YES **If yes, provide the name:** ❑ NO **If no, explain:**
2. Does the person understand the procedures associated with the RII Training Requirements process?	❑ YES **If no, explain:** ❑ NO
3. Does the person understand the controls associated with the RII Training Requirements process?	❑ YES **If no, explain:** ❑ NO
4. Does the person understand the interfaces associated with the RII Training Requirements process?	❑ YES **If no, explain:** ❑ NO
5. Does the person understand the process measurements associated with the RII Training Requirements process?	❑ YES **If no, explain:** ❑ NO
6. Is the responsibility of this position clearly documented in the air carrier's Manual(s)?	❑ YES **If no, explain:** ❑ NO
7. Are the qualification standards for this position clearly documented?	❑ YES **If no, explain:** ❑ NO
7a Are the qualification standards for this position appropriate for the duties that are assigned?	❑ YES **If no, explain:** ❑ NO
8. Does the person meet the qualification standards?	❑ YES **If no, explain:** ❑ NO
9. Does the person acknowledge that he/she has responsibility for the RII Training Requirements process?	❑ YES **If no, explain:** ❑ NO
10. Does the person know who has authority to establish and modify the RII Training Requirements process?	❑ YES **If no, explain:** ❑ NO

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4.2.2 RII Training Requirements

SECTION 2 – AUTHORITY ATTRIBUTE

Objective: To determine if there is a clearly identifiable, qualified, and knowledgeable person with the authority to establish and modify the RII Training Requirements process.

To meet this objective, the inspector will accomplish the following tasks:

1. Identify the person who has the authority to establish or modify the RII Training Requirements process.

2. Review the description in the Manual that delineates the duties and responsibilities of the person.

3. Evaluate the person's qualifications and work experience (or resume', if appropriate).

4. Review the appropriate organizational chart.

5. Discuss the RII Training Requirements process with the person.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Is there a clearly identifiable person who has authority to establish and modify the air carrier's policies for the RII Training Requirements process?	❑ YES **If yes, provide the name:** ❑ NO **If no, explain:**
2. Does the person understand the procedures associated with the RII Training Requirements process?	❑ YES **If no, explain:** ❑ NO
3. Does the person understand the controls associated with the RII Training Requirements process?	❑ YES **If no, explain:** ❑ NO
4. Does the person understand the interfaces associated with the RII Training Requirements process?	❑ YES **If no, explain:** ❑ NO
5. Does the person understand the process measurements associated with the RII Training Requirements process?	❑ YES **If no, explain:** ❑ NO
6. Is the authority of this position clearly documented in the air carrier's Manual(s)?	❑ YES **If no, explain:** ❑ NO
7. Are the qualification standards for this position clearly documented?	❑ YES **If no, explain:** ❑ NO
7a Are the qualification standards for this position appropriate for the duties that are assigned?	❑ YES **If no, explain:** ❑ NO
8. Does the person meet the qualification standards?	❑ YES **If no, explain:** ❑ NO
9. Does the person acknowledge that he/she has authority for the RII Training Requirements process?	❑ YES **If no, explain:** ❑ NO
10. Does the person know who has the responsibility for the RII Training Requirements process?	❑ YES **If no, explain:** ❑ NO
11. Are the procedures for delegation of authority clearly documented for the RII Training Requirements process?	❑ YES **If no, explain:** ❑ NO

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4.2.2 RII Training Requirements

SECTION 3 – PROCEDURES ATTRIBUTE

Objective: To determine if the air carrier has documented procedures for accomplishing the RII Training Requirements process.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the RII Training Requirements process to ensure that they contain who, what, where, when, and how.

2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI.

3. Discuss the RII Training Requirements process with appropriate personnel to gain an understanding of the procedures.

4. Observe the RII Training Requirements process to gain an understanding of the procedures.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Do written procedures exist to achieve the desired result of the RII Training Requirements process:

1.1 Do written procedures identify recurrent training timeframe requirements? [SRR 121.371 (a)]	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
1.2 Do written procedures provide initial RII training curriculum requirements including, but not limited to the following: [SRR 121.371 (a), 121.375]	
1.2.1 Content; [SRR 121.371 (a), 121.375]	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
1.2.1.1 Aircraft-specific (e.g., aircraft, power plant, and/or propeller systems) [SRR 121.371 (a), 121.375]	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
1.2.1.2 Administrative (e.g., policy and procedures, buy-back, document control and record keeping, company orientation, and identification of RII items on-the-spot) [SRR 121.371 (a), 121.375]	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
1.2.2 Format (e.g., classroom, on-the-job, computer-based); [SRR 121.371(a), 121.375]	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
1.2.3 Duration of course (i.e., number of hours); [SRR 121.375]	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
1.2.4 Standards for grading (e.g., 80% equals a passing grade); and	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
1.2.5 Training aids (e.g., videos, mockups, simulators)? [SRR 121.375]	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**

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4.2.2 RII Training Requirements

SECTION 3 – PROCEDURES ATTRIBUTE

1.3 Do written procedures incorporate specialized RII training requirements, such as: [SRR 121.371 (a), 121.375]	
1.3.1 Specialized tools and equipment (e.g., NDT, boroscope, oscilloscope); and [SRR 121.375]	❑ YES If no or N/A, explain: ❑ NO ❑ N/A
1.3.2 Specialized techniques and practices (e.g., tap test, pull testing, composite repairs)? [SRR 121.375]	❑ YES If no or N/A, explain: ❑ NO ❑ N/A
1.4 Do written procedures incorporate the following into the syllabus: (SRR 121.375)	❑ YES If no or N/A, explain: ❑ NO ❑ N/A
1.4.1 Updates to the RII list (additions and deletions); [SRR 121.375]	❑ YES If no or N/A, explain: ❑ NO ❑ N/A
1.4.2 Airworthiness Directives; and [SRR 121.375]	❑ YES If no or N/A, explain: ❑ NO ❑ N/A
1.4.3 Service Bulletins? [SRR 121.375]	❑ YES If no or N/A, explain: ❑ NO ❑ N/A
2. Do the procedures identify: who, what, where, when and how?	❑ YES If no, explain: ❑ NO
3. Are the procedures in compliance with the CFR(s)?	❑ YES If no, explain: ❑ NO
4. Do the procedures conform to other written guidance (E.g., Operations Specifications, FAA Orders, Airworthiness Directives, Advisory Circulars, Handbook Bulletins, Directives, and Manufacturer's Recommendations)?	❑ YES If no, explain: ❑ NO
5. Does the air carrier have the resources to support the written procedures for the RII Training Requirements process?	❑ YES If no, explain: ❑ NO
6. If alternate procedures exist for use during irregular conditions, do they achieve the same desired results as the primary procedures so that an equivalent level of safety is maintained? (E.g., a manual system used as a result of equipment failure.)	❑ YES If no, explain: ❑ NO ❑ N/A, No alternate procedures exist for this element
7. Are the procedures published in different manuals relating to the RII Training Requirements process consistent?	❑ YES If no, explain: ❑ NO
8. Does the air carrier have a documented method for assessing the impacts of procedural changes to the RII Training Requirements process?	❑ YES If no, explain: ❑ NO

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4.2.2 RII Training Requirements

SECTION 4 – CONTROL ATTRIBUTE

Objective: To determine if checks and restraints are designed into the RII Training Requirements process to ensure a desired result is achieved.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the RII Training Requirements process.

2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI

3. Discuss the RII Training Requirements process with appropriate personnel to gain an understanding of the controls.

4. Observe the RII Training Requirements process to gain an understanding of the controls.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Are the following checks and restraints built into the RII Training Requirements process:

   1.1 Does the air carrier provide the following training to RII personnel, as specified in the Manual:

1.1.1 Initial aircraft-specific; [SRR 121.371(a)]	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
1.1.2 Recurrent aircraft-specific; [SRR 121.371(a)]	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
1.1.3 Initial RII-specific training; and [SRR 121.371(a)]	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
1.1.4 Recurrent RII-specific? [SRR 121.371(a)]	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
1.2 Does the air carrier require a test of the individual after training to determine if his or her knowledge meets the course objective? [SRR 121.371(a)]	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
1.3 Does the air carrier have an 80% standard for a passing grade on its tests? [SRR 121.371(a)]	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
2. Do the checks and restraints ensure the desired result is achieved for the RII Training Requirements process?	❑ **YES** **If no, explain:** ❑ **NO**

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4.2.2 RII Training Requirements *SECTION 4 – CONTROL ATTRIBUTE*		
3. Does the air carrier have a documented method for assessing the impacts of any changes made to checks and restraints in the RII Training Requirements process?	❑ YES ❑ NO	If no, explain:
4. Does the air carrier have the resources to support the checks and restraints for the RII Training Requirements process?	❑ YES ❑ NO	If no, explain:

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4.2.2 RII Training Requirements

SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

Objective: To determine if the air carrier measures and assesses the RII Training Requirements process, to identify and correct problems or potential problems.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the RII Training Requirements process.

2. Discuss the RII Training Requirements process with appropriate personnel to gain an understanding of the process measures.

3. Observe the RII Training Requirements process to gain an understanding of the process measures.

To meet this objective, the inspector will determine and record answers to the following questions:

1. <Deleted>

2. Does the air carrier's RII Training Requirements process include the following process measurements?

2.1 The air carrier audits the training curriculum to verify that each RII inspector has received training commensurate to his or her duties.	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
2.2 The air carrier uses course critique as feedback to improve the RII training syllabus.	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
2.3 The air carrier audits the RII training program test to ensure that material covered on test is commensurate with course material.	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
2.4 The air carrier audits the syllabus to ensure that the following RII inspection procedures are included:	
2.4.1 Buy-back;	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
2.4.2 Designation of items that must be inspected	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
2.4.3 Countermand; and	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
2.4.4 Shift change or interruptions.	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
2.5 The Air Carrier randomly proctors the RII written test.	❑ **YES** **If no, explain:** ❑ **NO**

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4.2.2 RII Training Requirements

SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

3. Are the air carrier's process measurement methods effective?	❏ YES **If no, explain:** ❏ NO
4. Does the air carrier use their process measurement results to improve their programs?	❏ YES **If no, explain:** ❏ NO
5. Are the process measurement results accessible to the FAA?	❏ YES **If no, explain:** ❏ NO
6. Does the organization that conducts the process measurement have direct access to the person with responsibility for the RII Training Requirements process?	❏ YES **If no, explain:** ❏ NO
7. Does the air carrier have the resources to support the process measurement for the RII Training Requirements process?	❏ YES **If no, explain:** ❏ NO

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4.2.2 RII Training Requirements

SECTION 6 – INTERFACES ATTRIBUTE

Objective: To determine if the air carrier identifies and manages the interactions between the RII Training Requirements process and the other element processes within the air carrier organization.

To meet this objective, the inspector will accomplish the following tasks:

1. Review the documented instructions and information related to the RII Training Requirements process.

2. Discuss the RII Training Requirements process with appropriate personnel to gain an understanding of the interfaces.

3. Observe the RII Training Requirements process to gain an understanding of the interfaces.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Are the following interfaces identified for the RII Training Requirements process:

1.1 Maintenance Program (Element 1.3.1)	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
1.2 Inspection Program (Element 1.3.2)	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
1.3 RII (Element 1.3.4)	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
1.4 AD Management (Element 1.3.6)	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
1.5 Continuous Analysis and Surveillance (CAS) (Element 1.3.11)	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
1.6 GMM/Equivalent (Element 1.3.14)	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
1.7 RII Personnel (Element 4.1.1)	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
1.8 Maintenance Certificate Requirements (Element 4.1.2)	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**
1.9 Maintenance Training Program (Element 4.2.1)	❑ **YES** **If no or N/A, explain:** ❑ **NO** ❑ **N/A**

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4.2.2 RII Training Requirements		
SECTION 6 – INTERFACES ATTRIBUTE		
1.10 Director of Maintenance (Element 7.1.1)	❑ YES ❑ NO ❑ N/A	**If no or N/A, explain:**
1.11 Chief Inspector (Element 7.1.2)	❑ YES ❑ NO ❑ N/A	**If no or N/A, explain:**
1.12 Manual Currency (Element 2.1.1)	❑ YES ❑ NO ❑ N/A	**If no or N/A, explain:**
1.13 Content Consistency Across Manuals (Element 2.1.2)	❑ YES ❑ NO ❑ N/A	**If no or N/A, explain:**
1.14 (Manual) Distribution (Element 2.1.3)	❑ YES ❑ NO ❑ N/A	**If no or N/A, explain:**
1.15 (Manual) Availability (Element 2.1.4)	❑ YES ❑ NO ❑ N/A	**If no or N/A, explain:**
2. List any additional interfaces identified:		
3. Are there written procedures for the use of air carrier personnel in the application of these interfaces?	❑ YES ❑ NO	**If no, explain:**
4. Are there controls to ensure that interfaces occur?	❑ YES ❑ NO	**If no, explain:**
5. Are the interfaces between the RII Training Requirements process and other processes treated consistently in the Manual(s)?	❑ YES ❑ NO	**If no, explain:**